

Planner II



Job Code: 2351
Grade: 129
Reports to: Planning Director
Salary Range: \$52,171 - \$80,028
FLSA Status: Exempt

GENERAL STATEMENT OF DUTIES

Performs difficult professional and technical duties involving a variety of general and specialized planning projects, activities, and programs; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this classification is expected to possess in-depth knowledge within one or more planning specialties. The class differs from the Planner I class in the skill level required, the complexity of assigned projects, and the greater amount of time focused on specific planning projects or assignments. The employee reviews development plans and applies regulations governing community development, zoning, and land use. Work requires considerable contact with City officials, other governmental agencies, commissions, boards, and the public, requiring the exercise of a moderate degree of independent judgment, initiative, and tact. Duties include technical responsibility in conducting research and preparing moderately complex and detailed studies on land use, conservation, housing, population, historic preservation, urban design, and other areas of comprehensive planning activities. Work involves the continual review and monitoring of planning programs and providing recommendations to ensure program compliance with criteria governing local, state, and federal legislature relating to growth management. Work is performed under general supervision and is reviewed for technical adequacy and professional standards based upon observation of results achieved, conferences, and periodic reports.

ESSENTIAL FUNCTIONS

Collecting, analyzing, interpreting, and presenting technical land use, environmental, zoning, and other City planning data; preparing short- and long-range development, historic preservation, revitalization, and improvement plans; reviewing site plans; conducting research; preparing graphic materials; maintaining records and files; preparing reports; providing professional advice and assistance to officials, City staff, and the public.

EXAMPLES OF WORK

- Develops, prepares, and updates short- and long-range comprehensive plans, neighborhood preservation, revitalization, and improvement plans.
- Interprets ordinance and code provisions for land developers, architects, engineers, and the public; evaluates the need for and recommends amendments to existing codes, regulations, and ordinances; provides research to support recommendations.
- Interprets and applies applicable state, county, and local codes, ordinances, and regulations.
- Gathers, assimilates, interprets, and analyzes a variety of data and information pertaining to assigned planning efforts.
- Initiates actions necessary to correct deficiencies or violations of regulations.
- Assists with development, update, and maintenance of the Master Plan and land development regulations.
- Conducts review of various development applications including site plans, permits, rezoning, variance requests, etc.
- Coordinates planning activities related to a specialty area such as land use, transportation, urban design, community development, historic preservation, or environmental matters.
- Conducts extensive research in specific or general project areas.
- Writes and presents formal and technical reports, correspondence, and other planning materials; assists in preparation of policy papers and reports for commissions, boards, committees, and elected officials.

- Identifies community problems, issues, and opportunities in particular neighborhoods that could be mitigated through better community planning.
- Develops strategies to promote economic and community development or efficient land use consistent with community goals.
- Writes a variety of ordinances and regulations relating to development controls.
- Responds to public inquiries receiving by telephone or personal contact in matters pertaining to planning, zoning, and related policies.
- Makes oral presentations on routine planning matters and projects at public meetings.
- Represents the City and its planning policies in the community as required; prepares reports and correspondence related to planning matters.
- Attends a substantial number of meetings of boards, commissions, committees, and groups relating to department activities.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of the principles, practices, and techniques of urban planning, zoning, and development.
- Thorough knowledge of zoning ordinances and regulations and the methods and procedures by which they are enforced.
- Thorough knowledge of community development activities and their relation to urban planning.
- Skill in preparing and presenting effective reports, maps, and charts relative to planning projects.
- Ability to read and interpret blueprints, site plans, and architectural designs.
- Ability to gather and interpret technical and statistical information and prepare and present accurate and reliable technical reports and recommendations.
- Ability to enforce ordinances and codes with firmness, tact, and impartiality.
- Ability to communicate and present complex ideas effectively, orally and in writing.
- Ability to analyze and evaluate pertinent planning data, develop unbiased recommendations, and execute plans once approved.
- Ability to attend meetings or perform work assignments at locations outside the office.
- Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities, including desktop publishing, graphic, and GIS systems.
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Ability to establish and maintain cooperative, productive, and effective working relationships with City officials, contractors, architects, land developers, associates, and the general public.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a Master's Degree in Urban Studies, Urban and Regional Planning, Engineering, Architecture, or closely related field, supplemented by at least two (2) years of progressively responsible professional planning experience at the regional or local government level; or possession of a Bachelor's Degree supplemented by four (4) years of progressively responsible professional planning experience; or any equivalent combination of education, training, and experience.

WORK HOURS

Requires a minimum of 40 hours in a standard workweek. This is a salaried position; employee is expected to work the hours necessary to satisfactorily perform the duties of the position, including working and attending meetings outside of established business hours.

WORK CONDITIONS

- Sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.
- Work requires sitting, standing, walking, talking, reaching, grasping, and fingering.

- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS

- Possession of an appropriate driver's license valid in the State of Maryland.
- Certification from the American Institute of Certified Planners within 12 months of hire.

Updated FY 2012

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

ACKNOWLEDGMENT OF CLASS SPECIFICATION

I acknowledge that I have read the class specification and requirements for the Planner II position. I understand this class specification does not constitute an employment agreement between the employer and the employee and is subject to change as the needs of the employer and requirements of the position change.

Are you able to perform the essential functions of this position with or without accommodation?

☐ Yes ☐ No

Employee Signature

Date

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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